



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

MEDICAL ASSISTANT

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The **Medical Assistant** will work as a member of the Executive Unit supporting the entire Peace Corps Kosovo Program. The Medical Assistant will:

- Coordinate responsibilities directly with the Peace Corps Medical Officer (PCMO)
- Adhere to confidentiality regarding Peace Corps Volunteers' (PCV) medical issues
- Provide clinical support by serving as a chaperone to PCVs
- Sterilize equipment
- Follow up on results and consultation forms from medical service providers as well as results from laboratories, ensuring this information is relayed to the PCMO
- Perform clinical privileges as approved by the Medical Director/Chief of Clinical Programs, Volunteer Support, with oversight by the PCMO
- Provide administrative support, including phone reception duties, scheduling medical appointments for PCVs, draft correspondences, prepare mailings, request office supplies, update the list of medical facilities and medical service providers, assist in the updating the PCV handbook, and manage the medical library.
- Be responsible for the reception, registration, and filing of all medical bills submitted by PCVs and local medical service providers. Submits bills to PCMO for approval, verifying name of Volunteer, date of services rendered, and that services were requested by PCMO.
- Be responsible for medical supply and associated duties
- Write reports as needed

Mandatory Qualifications

Education:

- (1) Successful completion of a nursing school (technical/university degree), general medical school, medical assistant program, and valid registered clinical licensure/diploma or,
- (2) Applicable knowledge and experience obtained through on-the-job training or under the direct guidance of a provider (supporting documentation must be submitted).

Professional Work Experience:

Two years progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experience desirable.

Language: Fluent oral and written Albanian and fluent oral and written English are required. Knowledge of Serbian and other languages is also desired.

Skills and requirements:

- Knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control
- Knowledge of medical health care system of Kosovo
- Excellent interpersonal communication and organizational/time management skills
- Strictly adheres to all USG and PC medical policies and regulations
- Proactive attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team
- Knowledge of Microsoft Office programs (Word, Excel, Outlook)

This position begins as an FSN Grade equivalent 7 with an annual salary of €14,810 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications by submitting SIX REQUIRED DOCUMENTS. **Qualified and interested candidates should send the following by e-mail to kosovopc@peacecorps.gov:**

1. Current resume/CV
2. Reference from current or previous employer
3. Valid, active license appropriate to the scope of practice, or a statement issued from the appropriate regulatory authority
4. Diploma or degree from a professional school, or a statement of qualifications from previous employer(s) describing on the job training and skills
5. Completed MA privilege form (Attachment B) – *part of this announcement*
6. Completed skills survey (Attachment C) – *part of this announcement*

Incomplete applications WILL NOT be considered.

The SUBJECT LINE of this email MUST state your full name. Hard copies of applications will not be accepted.

Closing date: applications must be received no later than midnight Sunday March 23, 2014 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.